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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 July 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 3 - 10 July 1956

25X1 1. A letter to [] was drafted by [] and sent
25X1 to [] for forwarding through channels. It is understood the
25X1 letter outlines the [] Instructor position in Operations Support,
25X1 being vacated by []

25X1 2. The [] Administrative Procedures was handled by
25X1 various members of the staff on Monday as [] who normally
presents this material is on Military Leave. The lectures presented and
the responsible instructors were:

25X1

25X1 Prior to class presentation there was a dry run of each lecture with
[] and staff members listening. Constructive criticism and
suggestions to ensure continuity and unity of material helped a great
deal. The staff feels the day was a success.

25X1 3. [] a summer employee, reported on 3 July to help
in the office.

25X1 4. [] JOT, is spending a few days in the office,
25X1 reading the [] phase of the Support case.

25X1 5. [] is on two weeks vacation.

25X1

25 YEAR RE-REVIEW

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